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**CITY OF TEMPE**  
**REQUEST FOR COUNCIL ACTION**

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**Council Meeting Date:** mm/dd/yy  
**Agenda Item:**

**ACTION:** Award a one-year contract with four one-year renewal options to Prema LLC for products and services related to the City's green organics program.

**FISCAL IMPACT:** Total cost of this contract will not exceed \$150,000. Sufficient funds have been appropriated in the Solid Waste Fund – cost center 3718 (Uncontained Refuse) – for the anticipated expenditure in the current fiscal year.

**RECOMMENDATION:** Award the contract.

**BACKGROUND INFORMATION:** (RFP 15-145) The City of Tempe issued a Request for Proposal (RFP) to establish a contract for products and services related to the City's green organics program. The City was requesting pricing related to; processing of green waste, purchasing compost or mulch, consulting services for the City's green organics program, and grinding of the City's green waste for processing to compost.

Tempe Green Organics Program

Tempe collects green organic material through the bulk collection program and stockpiles the material until about 1500 tons are ready for grinding. At that time a grinder is brought in to reduce the size of material to around 3 to 5 inch pieces. The ground material is placed in windrow piles where it begins the process of decomposition, which takes from 6 to 9 months. Tempe staff monitors this process closely. Subsequent steps in the processing operation include regular temperature testing and watering/turning of the pile based on temperature readings; microbe inoculation to keep the compost alive when necessary; and multiple soil analyses conducted by an independent soil testing lab service to determine the nutrient content and make sure the compost is free of weeds and seeds. When the material meets established standards, the compost is used to revitalize turf in Tempe's parks and sports fields. The compost is also used to support community gardens, and residents can also take some home during Tempe's Zero Waste Days, which take place every November and April. Going forward, staff is partnering with Tempe schools to identify joint projects and uses for the compost.

Evaluation Process

Fourteen potential firms downloaded the solicitation from the Tempe website; however, only one firm submitted an offer.

Because of limited responses at the time of the originally scheduled bid opening, the Procurement office extended the bid opening date by one week and contacted known susceptible firms to advise them of the availability of the solicitation in an attempt to receive a larger market response. Unfortunately, this effort did not result in any additional submittals.

The offer received was reviewed by City Staff and evaluated on the following criteria:

Criteria		Weight
Cost		6 (43%)
Firm		4 (29%)
	Qualifications and Expertise	
	Environmental Rating of Firm	
	Proximity to Tempe	
	References	
Ability to meet Requirements of Solicitation		3 (21%)
Overall response to RFP		1 ( 7%)

	Quality, composition & completeness	
	Acceptance of terms and conditions	

Service	Cost	Rate per
Tipping fee for green waste	\$ 22	Ton
Processed Compost	\$ 20	Cubic Yard
Processed Mulch	\$ 14	Cubic Yard
Fee for Consulting on Green Waste Program	\$ 75	Hour
Provide Grinder and Operator to Process Tempe Green Waste	\$ 24	Ton

*Some of the services and products included in the above chart will only be utilized if the Tempe Organics program is unable to process the quantity of material on hand (tipping fee) or if insufficient quantities of finished product are available (processed compost/mulch).*

#### Summary

The submittal from Prema LLC met all of the requirements of the solicitation. Prema LLC is an engineering, contracting and environmental services company. Their green waste division clients include the City of Phoenix, Scotts Miracle Grow and Good Earth Power. Currently, the firm manages the City of Phoenix Green Waste Program at the 27<sup>th</sup> Avenue Transfer Station, which produces approximately 100,000 cubic yards of compost per year. Surveys of surrounding Cities indicated that pricing for services, as submitted by Prema LLC, are competitive and represent a good value to the City.

**ATTACHMENTS:** Vendor offer page

**STAFF CONTACT(S):** John Osgood, Deputy Public Works Director – Field Operations, (480) 350-8949

Department Director: Renie Broderick, Internal Services Director

Legal review by: David Park, Assistant City Attorney

Prepared by: Tony Allen, CPPB, Procurement Officer

**PRICING AND TECHNICAL PROPOSAL**

**FOR**

**RFP NO. 15-145**

**GREEN WASTE PROGRAM**

**(Consultant, Processor, & Supplier of Finished Product)**

**TO**

**CITY OF TEMPE**

**Submitted By:**



**Submitted: JULY 22, 2015**

**Prema LLC  
2802 S 15<sup>th</sup> Avenue  
Phoenix, AZ 85007**

- 5B7. Approve two-year contracts, with two, two-year renewal options to Accutest Laboratories, Northern California, Inc., Aquatic Consulting and Testing, Inc., Eurofins Eaton Analytical, Inc., Legend Technical Services of Arizona, Inc., TestAmerica Laboratories, Inc., and Trans West Analytical Services for potable water quality, wastewater, and soil testing services.

**Fiscal Impact:** Total combined cost of these contracts will not exceed \$650,000 during the two-year contract period. Sufficient funds have been appropriated in the Water/Wastewater Fund - cost center 3041 (Environmental - Laboratory) for the anticipated expenditures.

**APPROVED**

- 5B8. Award a two-year contract with three, one-year renewal options to Chemtrade Chemicals US, LLC for the purchase of lime-blended alkali.

**Fiscal Impact:** Total cost of this contract will not exceed \$75,000 during the two-year contract period. Sufficient funds have been appropriated in the Water and Wastewater Fund - cost centers 3013 (Johnny G. Martinez Plant) and 3014 (South Tempe Water Plant) for the anticipated expenditures in the current fiscal year.

**APPROVED**

- 5B9. Award a one-year contract with four one-year renewal options to Prema LLC for products and services related to the City's green organics program.

**Fiscal Impact:** Total cost of this contract will not exceed \$150,000. Sufficient funds have been appropriated in the Solid Waste Fund - cost center 3718 (Uncontained Refuse) - for the anticipated expenditure in the current fiscal year.

**APPROVED**

- 5B10. Award a one-year contract with four, one-year renewal options to Sun Country Truck Equipment for the purchase of utility truck bodies.

**Fiscal Impact:** Total cost of this one-year contract will not exceed \$200,000. Sufficient funds have been budgeted in various funds and cost centers for the anticipated expenditure in the current fiscal year.

**APPROVED**

- 5B11. Approve the First Amendment to the Solar Services Agreement and Amendment to the Performance Guarantee & Limited Warranty Agreement for the Tempe Public Library solar photovoltaic electric generating system.

**Fiscal Impact:** The upfront (out of pocket) capital cost of the revised Library Complex solar project will increase the City's prepayment amount by \$16,600 from \$118,920 to a revised total prepayment amount of \$134,920. This additional capital cost will come from the "Tempe Public Library Complex Solar Project and Landscape Improvements" CIP project #6707619. This change will have no impact to the previously agreed per kWh cost the City will pay for energy generated by the solar system.

## **I. RFP DOCUMENTS**

Please see next page.

## Table of Contents

- I. RFP Documents
- II. Introduction
  - 1. Head Office
  - 2. Licenses and Certifications
- III. Scope of Work
  - 1. Consulting
  - 2. Processor
  - 3. Supplier of Finished Products
- IV. Clean Green-Waste Processing Facilities
  - 1. City of Phoenix 27<sup>th</sup> Avenue Transfer Station
  - 2. Prema Composting Yard at 15<sup>th</sup> Avenue
- V. Compost Quality Control and Procedures
  - 1. Second Quality Control Check once material brought onto sight
  - 2. Windrow Formation
  - 3. Active Phase
  - 4. Curing Phase
  - 5. Screening
- VI. Environmental Management
  - 1. Dust Control Plan
  - 2. Fire Control
  - 3. Noise control
  - 4. Nuisance Control
  - 5. Debris and Trash control
  - 6. Contamination Control
  - 7. Season and Weather Management
- VII. Health & Safety

# REQUEST FOR PROPOSAL

CITY OF TEMPE

REQUEST FOR PROPOSAL : 15-145

RFP ISSUE DATE: 06/19/2015

Commodity Code(s): 027-18

PROCUREMENT DESCRIPTION: Green Waste – Consultant, Processor & Supplier of Finished Product

PROPOSAL DUE DATE/TIME: Wednesday, July 22, 2015, 3:00 P.M. Local Time  
Late proposals will not be considered.

## PROPOSAL RESPONSE MUST BE DELIVERED TO CITY PROCUREMENT OFFICE.

Mailing Address: P.O. Box 5002, Tempe, AZ 85280

Street Address: 20 E. Sixth Street (2<sup>nd</sup> Floor), Tempe, AZ 85281

**Mailing Alert:** Firms should use the Street Address to ensure on-time express deliveries. The Mailing Address provided above routes through the City's internal mail distribution center and may impact delivery time.

PRE-PROPOSAL CONFERENCE (if scheduled): N/A

DEADLINE FOR INQUIRIES: Friday, July 10, 2015, 5:00 P.M., Local Time

Sealed proposals must be received and in the actual possession of the City Procurement Office on or before the exact Proposal Due Date/Time indicated above. Proposal responses will be opened and each Offeror's name will be publicly read. Prices are not read and shall be kept confidential until award. Late proposals will not be considered.

Proposals must be submitted by a sealed envelope/package with the Request for Proposal number, Offeror's name and address clearly indicated on the envelope/package. **It is critical that the RFP number be included on the front of the envelope to ensure proper handling.**

Proposals must be completed in ink or typewritten and a completed proposal response returned to the City Procurement Office by the Proposal Due Date/Time indicated above. The "Vendor's Offer" (Form 201-B RFP) must be completed and signed in ink. Proposals by electronic transmission, telegraph, mailgram or facsimile will not be considered.

Offerors are asked to immediately and carefully read the entire Request for Proposal and not later than ten (10) days before the Proposal Due Date/Time, address any questions or clarifications to the Procurement Officer identified below:

Tony Allen \_\_\_\_\_, CPPB

E-mail: [tony\\_allen@tempe.gov](mailto:tony_allen@tempe.gov)

Phone No: (480)350.8548

**Procurement Officer**

Award recommendations are publicly posted to the City Procurement Office web page [www.tempe.gov/procurement](http://www.tempe.gov/procurement) and at the Procurement Office reception counter.

Submit one (1) original signed and completed proposal response for evaluation purposes. For this specific RFP, one (1) additional copies of RFP response on Flash Drive are also to be submitted for evaluation purposes. A late, unsigned and/or materially incomplete proposal response will be considered nonresponsive and rejected.

The City Procurement Office is committed to fair and equal procurement opportunities for all firms wishing to do business with the City and encourages the participation of small and disadvantaged businesses.

Michael Greene

Michael Greene, C.P.M.  
Central Services Administrator

## Vendor's Offer

"Return this Section with your Response"

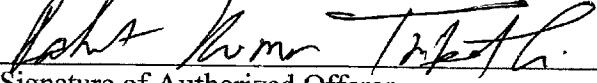
Offeror must complete, sign and submit an original of this form to the City Procurement Office with the proposal response. An unsigned "Vendor's Offer", late proposal response, and/or a materially incomplete response will be considered nonresponsive and rejected. Offeror is to type or legibly write in ink all information required below.

Company Name:	<u>Prema LLC</u>		
Company Purchase Order Mailing Address:			
Street Address:	<u>40 N Central Avenue, Suite 1400</u>		
City, State, Zip:	<u>Phoenix, AZ 85004</u>		
Contact Person:	<u>Rohit K. Tripathi</u>	Phone Number:	<u>480-330-8107</u>
E-mail Address:	<u>Rohit.tripathi@premallc.com</u>	Cell Number:	<u>480-330-8107</u>
<u>Remit To Information</u>			
Company Name (as it appears on invoice):	<u>Prema LLC</u>		
Company Payment Remit To Address :			
Street Address:	<u>40 N Central Avenue, Suite 1400</u>		
City, State, Zip:	<u>Phoenix, AZ 85004</u>		
<u>Company Tax Information</u>			
If a Tempe-based firm, provide Tempe Transaction Privilege (Sales) Tax No.: _____			
<u>Payment Options</u>			
Will your company accept the City's Master Card for payment?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Will your company accept Payment via ACH (Automated Clearing House) for payment?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### THIS PROPOSAL IS OFFERED BY

#### REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (MUST SIGN IN INK)

By signing this Vendor's Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other Offeror or potential Offeror. Failure to sign and return this form with proposal response will be considered nonresponsive and rejected.

 Signature of Authorized Offeror	<u>07/17/2015</u> Date
<u>Rohit K. Tripathi</u> Print or Type Name of Authorized Individual	<u>Principal</u> Title of Authorized Individual



## Proposal Questionnaire

Return this Section with your Response

Bidder shall submit answers to the following questions. Responses will be utilized in determination of contract award.

Depending on the involvement of the firm, some questions may not be applicable. Please answer all pertinent questions and mark those that don't apply with "Not Applicable to Proposal."

	Question	Response
1	Provide the address of the facility that will provide services to the City of Tempe.	Prema Composting Yard 2802 S 15 <sup>th</sup> Avenue, Phoenix, AZ 85007
2	Describe your company and its history – include years in business	<p>Prema LLC is a multi-disciplinary professional engineering, contracting and environmental services company, operating in the Valley for 5 years. Prema, LLC is an Arizona limited liability company and a disadvantage business enterprise (DBE). Prema personnel have broad experience in providing contracting and consulting services to municipal and private sector clients. Prema has performed projects totaling over \$11 million in the past five years working with a local municipalities, federal government, and a local fortune 100 company.</p> <p>Prema's green waste division's clients include City of Phoenix, City of Tempe, Scotts Miracle Grow, and Good Earth Power. Prema manages City of Phoenix Green Waste Program at 27<sup>th</sup> Avenue Transfer Station.</p> <p>Prema's green waste division expertise includes Compost Facility Design-Operations, Green Waste Intake, Green Waste Grinding, Composting, Wood Products Hauling etc. Prema has state licensed professionals and provides high quality services to client's satisfaction. All prema employees have Maricopa County Air Quality Department Rule 310 Basic Dust Control Training for running the mulch operation.</p> <p>Prema is one of the biggest compost and mulch producers in Arizona. We produce over 100,000 cubic yards of wood compost per year as per our current production rate at Prema composting yard. Scotts Miracle Grow is our biggest client and has certified our composting facility to supply quality-finished compost for their various soil amendment products nationwide.</p> <p>Prema owns all its equipment used in composting operations including a 1000 HP DiamondZ E6000 series grinder, four Front End Loaders, a McClosky 724 Trommel Screen, smaller compost monitoring equipment, Semi-Trucks, Semi- Trailers, etc.</p> <p><b>Years in Business: 4 Years and 8 Months</b></p>
3	Please provide contact information for the	

	primary account representative and a backup contact for the City of Tempe. <ul style="list-style-type: none"> <li>• Contact Name</li> <li>• Phone Number</li> <li>• Cell Phone Number</li> <li>• e-mail address</li> </ul>	Provide contact information below Name: Rohit K. Tripathi, P.E. Phone No.: 480-330-8107 Fax No.: 480-717-3918 Rohit.Tripathi@premallc.com	
4	Do you currently market compost and mulch that you produce	Prema is one of the biggest compost and mulch producers in Arizona and a wholesale supplier of compost and soil amendment products. We produce over 100,000 cubic yards of wood compost per year as per our current production rate at Prema composting yard. Scotts Miracle Grow is our biggest client and has certified our composting facility to supply finished compost for their various soil amendment products nationwide. Scotts has one of the highest quality control for their Suppliers due to their brand name. We also sell our product to City of Phoenix and other retail customers.	
	a If yes, what is the quality of the product	Best Quality in Arizona! This is due to very strict clean green ( <i>No trash, Oleanders, Pyracantha, and Palm fronds</i> ) intake policy and QA/QC at Prema composting yard. Prema Staff are trained and certified in making quality compost. Also, We have to have best QA/QC due to very strict requirements from our buyers like Scotts Miracle Grow and others.	
5	Please complete the chart to right for the compost product you produce	Parameter	Range
		pH	5-8
		Organic Matter (%)	20
		Soluble Salts dS/m	4-8
		Moisture Content (%)	40-55
		C:N Ratio	18:1
		Inerts (%)	<1%
		Particle Size (Inches)	½-inch minus
6	What volumes of compost and mulch do you generate?	Approximately 100,000 cubic yards per year.	
7	Provide complete information on facility – location, capabilities, etc. that would be used to process the City of Tempe green waste	Prema Composting yard is located at 2802 S. 15 <sup>th</sup> Ave, Phoenix, AZ 85007 with compost making capacity of over 150,000 cubic yard per year. This yard is provided with a Scale House, Fire Hydrant, huge covered warehouse and various equipment including but not limited to a 1000 HP DiamondZ E6000 series grinder, four Front End Loaders, a McClosky 724 Trommel Screen, smaller compost monitoring equipment, Semi-Trucks, Semi- Trailers, etc. All prema employees have Maricopa County Air Quality Department Rule 310 Basic Dust Control Training for running the mulch operation.	
	a At what percentage of capacity is the facility currently operating?	65% Capacity	
8	Has your facility ever been cited or warned for	NO	

	any environmental, health or safety issues?	
9	Provide background information to support your ability to be a consultant for the City's green waste program	<p><i>Prema is capable of providing all three services; Consulting, Processing, and Product supply required in this RFP.</i></p> <p>Prema is one of the biggest composting and wood products company in Arizona. We own all our equipment and have experienced staff to perform green waste programs like the one at City of Tempe. Our 15<sup>th</sup> Avenue yard has enough room to accommodate City of Tempe's processed mulch for composting. Prema has been successfully managing the biggest green waste-processing program (up to 50,000 tons per year) in Phoenix Metro for City of Phoenix for last one year and has up to 4 more years left in that contract. We also have outlets and market for our quality compost sale through market leaders like Scotts Miracle Grow and local customers like City of Phoenix and other retail customers.</p>
10	What type of grinding equipment will you utilize? Include information on capacity of unit	<p>1000 HP DiamondZ Enclosed Tub Grinder: Up to 80 tons/Hr processing Capacity</p> <p>McClosky 724 Trommel Screen: Up to 250 CY/Hr Processing Capacity</p> <p>Loaders: CAT 966, John Deere 744, Case 821, John Deere 544</p> <p>Blowers: 15 small blowers for ASP Composting</p> <p>Semi Trucks and Trailers: around 10 units to haul over 150,000 yards per year or more</p> <p>Miscellaneous smaller equipment for processing and monitoring composting process</p>
11	Do you agree to the Terms and Conditions of this RFP?	YES
	a   If No, explain to right	
12	Can you provide copies of all permits issued to your firm from ADEQ or any related agency?	YES
13	<p>List three (3) governmental or corporate references for which you currently provide similar services.</p> <ul style="list-style-type: none"> <li>• Organization/Firm Name</li> <li>• Contact Name</li> <li>• Phone Number</li> </ul>	<p>Provide Reference Information Below</p> <p>Reference: City of Phoenix Contact Name: Mr. Chuck Hamstra Phone No: 602-253-9524</p> <p>Reference: City of Tempe Contact Name: Mr. Dan Montgomery Phone No: 480-250-5157</p> <p>Reference: Scotts Miracle Grow Contact Name: Mr. J. R. Falcon Phone No: 520-568-2216</p>

## Proposal Checklist for Submittals

The following checklist has been provided to assist you in submission of your offer.

This list should not be considered complete, other information or documents may be necessary as part of your submission.

The items listed are the primary documents and information that must be completed and/or included with your submittal.

Please include any information or documents that will clarify your submittal.

Description		Included √
1	One signed and complete original of the RFP response – only sections marked “Return this Section with your Response” are required but you may include supplemental materials you believe necessary to clarify your submittal.	X
a	Vendor’s Offer – Form 201B (RFP) has been signed and included with response	X
2	One (1) additional copies of RFP response on Flash Drive – a single copy of your response should be put on each requested Flash Drive - only sections marked “Return this Section with your Response” are required but you may include supplemental materials you believe necessary to clarify your submittal.	X
a	It is required that responses be returned in “Word” format. The signature page can be in pdf format.	X
b	If utilizing a PDF file format for any additional information submitted with response, please optimize the file (low resolution) to lower memory space requirements	X
3	Questionnaire has been completed and included	X
4	Price information is complete and included	X
5	Copies of ADEQ or related permits are included	X
6	Signed and completed Affidavit of Compliance with Tempe City Code Chapter 2 Article VIII Section 2-603(5) or acceptable alternative	X
7	Any addendum(s) have been included	X

## Pricing Section

"Return this Section with your Response"

Pricing must be inclusive of all costs including, but not limited to, labor, equipment, travel time, service call fees, mileage, etc. The City will not pay fuel surcharges or any cost beyond those stated below.

Grinding services are for the green waste collection program run by the City – the grinding will involve the use of a high capacity grinder (machine similar to a Vermeer TG5000 or higher). Grinding will be done approximately every quarter.

Firm providing grinder will be responsible for all maintenance and repairs related to equipment utilized.

Processing of Green Waste		Cost	per
	Tipping fee for green waste and dewatered sludge delivered to vendor location	\$ 22	Ton
Items to be Purchased by the City			
	Processed Compost	\$ 20	Yard
	Processed Mulch	\$14	Yard
	Natural Fertilizers	\$ 28	Yard
	Natural Soil Stimulators	\$ 28	Yard
Consulting Services			
	Hourly fee for consulting related to green waste processing	\$ 75	Hr.
Grinding Services		Cost	per
	Provide grinder and operator to process City green waste to prepare for composting – cost is to include equipment, labor, fuel, etc.	\$ 24	Ton Processed
Optional Services or Products Offered			
	Description	Cost	per
	Provide screen to process finished compost product into fines	\$ 250	Hr.
	Provide operator and equipment necessary to screen materials (Includes One operator, Water Truck, and a Loader)	\$175	Hr.
		\$	
		\$	
		\$	
		\$	

\* Applicable Tax 8.3 %

\* State correct jurisdiction to receive sales tax on the Vendor's Offer, Form 201-B (RFP) included in this Request for Proposal.

Less prompt payments discount terms of \_\_\_ % \_\_\_ days/ or net thirty (30) days. (To apply after receipt and acceptance of an itemized monthly statement.) For evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

### Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three (3) and six (6) ordering departments. At the time an order is

## **Pricing Section**

**"Return this Section with your Response"**

placed, the Contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the Contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.

## Pricing Section

Invoices shall include:

1. Listing Of All Delivery/Pickup Receipt Numbers Being Invoiced.
2. Total Cost Per Item.
3. Applicable Tax.
4. Payment Terms.
5. Blanket Purchase Order Number.

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to bill contracted vendor for researching invoices that have been paid, but not properly applied by vendor account receivables office.

Statement mailing address:

City of Tempe  
Accounting (see below for your contact)  
P.O. Box 5002  
Tempe, Arizona 85280  
Phone: 480-350-8355

Accounting Contacts:

Alex Chin  
Ramona Zapien

Letters A – H and Numbers  
Letters I – Z  
General AP Inquiries and AP Checks



## Sample Green Waste Program Invoice No. TEMPE-XXX

Agreement No.: XXXXXX

Vendor No.: XXXXXX

Prema LLC  
40 N Central Avenue, Suite 1400  
Phoenix, AZ 85004

(480) 330-8107  
rohit.tripathi@premaLLC.com

Invoice No.

Invoice Period:

Date:

Bill To:

COT-XXX

XX/XX/15 to XX/XX/15

XX/XX/15

XXXX

City of Tempe

Phone:

E-mail:

(480)-XXX-XXXX

XXXXXX

Description	Units	Cost Per Unit	Amount
<b>Processing of Green Waste</b>			
	<b>Tons</b>		
Processing of Green Waste	100	\$22	\$2,200.00
<b>Items to be Purchased by the City</b>			
	<b>Yard</b>		
Processed Compost	1	\$20	\$20.00
Processed Mulch	1	\$14	\$14.00
Natural Fertilizers	1	\$28	\$28.00
Natural Soil Stimulators	1	\$28	\$28.00
<b>Sub Total</b>			\$90.00
Sales Taxes		8.3%	\$7.47
<b>Total for Purchased by the City</b>			\$97.47
<b>Consulting</b>			
	<b>Hr</b>		
Hourly fee for consulting related to green waste processing	1	\$75	\$75.00
<b>Grinding Services</b>			
	<b>Tons</b>		
Provide grinder and operator to process City green waste to prepare for composting – cost is to include equipment, labor, fuel, etc.	1	\$24	\$24.00
<b>Optional Services</b>			
	<b>Hr</b>		
Provide screen to process finished compost product into fines	1	\$250	\$250.00
Provide operator and equipment necessary to screen materials (Includes One operator, Water Truck, and a Loader)	1	\$175	\$175.00
<b>Invoice Total</b>			<b>\$3,008.94</b>
<b>Balance Due</b>			<b>\$3,008.94</b>

Make all checks payable to Prema LLC

Thank you for your business!



**MARICOPA COUNTY AIR QUALITY DEPARTMENT**

**Engineering and Permitting Division**

**1001 N. Central Avenue, Suite 400, Phoenix, Arizona 85004**

**Phone: (602) 506-6010**

**Fax: (602) 506-6985**

**AIR QUALITY PERMIT TO OPERATE AND/OR CONSTRUCT**

*(As required by Title 49, Chapter 3, Article 2, Section 49-480, Arizona Revised Statutes)*

**ISSUED TO**

**PREMA LLC  
2802 S. 15<sup>TH</sup> AVE.  
PHOENIX, AZ. 85009**

*This air quality permit to operate and/or construct does not relieve the applicant of the responsibility of meeting all air pollution regulations.*

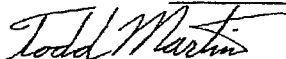
THE PERMITTEE IS SUBJECT TO THE SPECIFIC AND GENERAL CONDITIONS IDENTIFIED IN THIS PERMIT.

PERMIT NUMBER: 140047

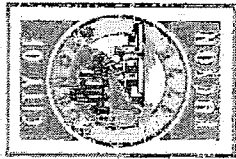
REVISION DATE: 06/20/2014

REVISION NUMBER: 0.0.0.0

EXPIRATION DATE: 06/30/2019



Todd Martin, Non-Title V Permit Supervisor



City of Phoenix

# Arizona Unified Certification Program

This is to certify that

under Title 49, Part 26 of the Code of Federal Regulations, and  
under the State of Arizona Unified Certification Program (AZUCP)

**P r e m a , L L C .**

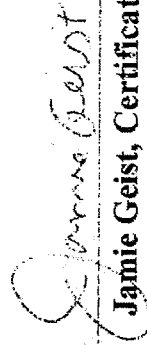
is a Certified Disadvantaged Business Enterprise (DBE)

in the following specialty/specialties:

NAICS #424910 (fertilizer and fertilizer materials broker)  
NAICS #541330 (civil engineering services)

Re-Certification Eligibility: December 14, 2011 to June 30, 2016

This Re-certification is valid through the above date provided this firm meets the  
on-going programmatic standards and fulfills the annual update requirement  
to remain in good standing as a DBE.



Jamie Geist, Certification Program Manager  
Arizona Department of Transportation, Civil Rights Office

Date: December 14, 2011

**AFFIDAVIT OF COMPLIANCE WITH TEMPE CITY CODE  
CHAPTER 2 ARTICLE VIII SECTION 2-603(5)**

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Per Tempe City Code Chapter 2 Article VIII Section 2-603(5), it is unlawful for a City vendor or City contractor, because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, to refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges of employment.

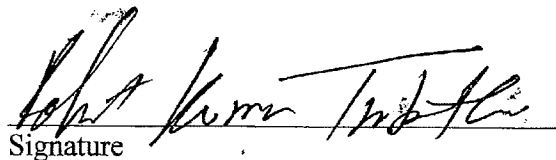
City vendors and contractors shall provide a copy of their antidiscrimination policy to City to confirm compliance with this requirement or attest in writing to compliance.

- CONTRACTOR means any person who has a contract with the City.
- VENDOR means a person or firm in the business of selling or otherwise providing products, materials, or services.

CONTRACTOR/VENDOR, select one:

OR \_\_\_\_\_ Current copy of antidiscrimination policy attached

  X   I hereby certify   Prema LLC    
(contractor/vendor) to be in compliance with Tempe City Code Chapter 2 Article VIII  
Section 2-603(5).

  
Signature

Date: 07/17/2015

Rohit K. Tripathi, P.E.  
Print Name

Principal  
Title

PREMA LLC  
Company

## II. INTRODUCTION

Prema LLC is a multi-disciplinary professional engineering, contracting and environmental services company, operating in the Valley for 5 years. Prema, LLC is an Arizona limited liability company and a disadvantage business enterprise (DBE). Prema personnel and its affiliates have broad experience in providing contracting and consulting services to municipal and private sector clients. Prema has performed projects totaling over \$11 million in the past five years working with a local municipalities, federal government, and a local fortune 100 company.

Prema's organics division expertise includes green waste intake, green waste grinding, composting, wood chip hauling etc. Prema has state licensed professionals and provides high quality services to client's satisfaction. The equipment used in this division includes 1000 HP DiamondZ E6000 series grinder, four Front End Loaders, a McClosky 724 Trommel Screen, smaller compost monitoring equipment, trucks, trailers, etc.

Our core management capabilities include:

- Equipment operator training to improve operational efficiency and carefully maintain City equipment
- Development and implementation of mulching site standardized operating procedures
- Attention to worker safety and environmental compliance
- Creativity and strict protocol through unforeseen events, like fire and heavy winds
- Stakeholder involvement to improving project operations, including education and marketing outreach

Differentiators include:

- We can provide one stop shop for entire scope of work under this RFP.
- Mulching material, compost product, and compost tea management expertise
- Compost facility design and field study coordination with experienced National Contractors (O2 Compost)
- Extensive experience identifying and remediating pathogens and other toxins in green materials
- In-house atmospheric monitoring and risk assessment for reducing neighbor impacts of mulching sites

### 1. Prema Offices:

#### Head Office:

Prema LLC  
40 N Central Avenue, Suite 1400, Phoenix, AZ 85004  
Phone: 480-330-8107

Fax: 480-717-3918

Email: Rohit.Tripathi@premallc.com

#### Composting Facility:

10-Acre Composting Facility located at 2802 S. 15<sup>th</sup> Ave, Phoenix, AZ 85007

**PREMA**



## 2. Licenses and Certifications:

- **Air Quality Permit:** Prema Composting site is permitted with Maricopa County for air quality permit to run composting operation
- **Board of Technical Registration:** Registration # 17020
- **State Board of Technical Registration Engineering License:** Rohit K. Tripathi, PE, AZ #50103 ENGINEER/CIVIL (7/30/2009 - 9/30/2015)
- **Arizona Unified Certification Program:** Arizona DBE Certification (Dec 14, 2011 to June 30, 2016)
- **Contractor Licenses:** AZ ROC# 277251 - L-26 Type: Commercial; Landscaping
- **Contractor Licenses:** AZ ROC# 277775 - A-5 Type: Commercial; Excavating, Grading and Oil Surfacing
- Maricopa County Air Quality Department Rule 310 Basic Dust Control Training for all Prema employees
- Member of U.S. Composting Council
- Member of Arizona Landscaping Contractors Associations (ALCA)
- Arizona Food Marketing Alliance (AFMA)
- O2 Compost Systems Training

## III. SCOPE OF WORK

Prema has expertise to provide all three aspects of this scope of work; **Consulting, Contracting/Processor and Supplier**. We have both engineering consulting and contracting licenses required to perform the work.

1. **Consulting:** Prema staff has done design services for municipalities like City of Phoenix/City of Scottsdale and industrial client like Intel in Chandler AZ. We have deigned our own facility at 15<sup>th</sup> Avenue yard with the help of O2 Compost. We can help City of Tempe to built its Green Waste program from scale house to finished compost product. We can also design aerated static pile system at Tempe yard to make compost much faster than static windrow.

2. **Processor:** Prema is running its composting operation at 15<sup>th</sup> Avenue yard. The feedstock primarily consists of yard clipping from in and around Phoenix Metro area via commercial tree trimmers, landscapers, homeowners, pallets, lumber mills, and contractors. We get feedstock from both at City of Phoenix Transfer Station and at 15<sup>th</sup> Avenue Yard.

### i. Acceptable Materials:

Prema accepts only clean green materials (trees, tree branches, lumber, Timber etc.) at the City of Phoenix yard. Once customer comes to the drop of area, he/she has choice of dumping it to either clean green area or contaminated area. Any load with contamination get diverted to a separate area where customer can sort the trash out and drop the clean green to clean green designated area. If contamination cannot be sorted through, then it is rejected to landfill area.

### ii. Non-Acceptable Materials:

Prema doesn't accept the following per City composting program policy:

### ~~Not Accepted Materials at Prema Yard:~~



Trash



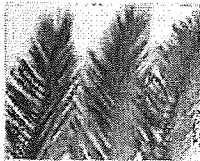
Plastic Bottles



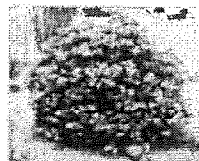
Food waste



Treated/Painted  
Wood



Palm Fronds\*\*



Oleander



Pyracantha



Creosote

#### iii. Clean Green Processing:

Prema processes all the clean green for composting using a series of equipment to ultimately produce a fine, rich soil amendment. The equipment used for processing includes 1000 HP DiamondZ E6000 series grinder, Front End Loaders, a McClosky 724 Trommel Screen, smaller compost monitoring equipment including temperature probes and chemical tests, trucks, trailers, etc. We use 2-inch and 4-inch size screens at the grinders depending upon the material processed and its intended usage.



**PREMA**

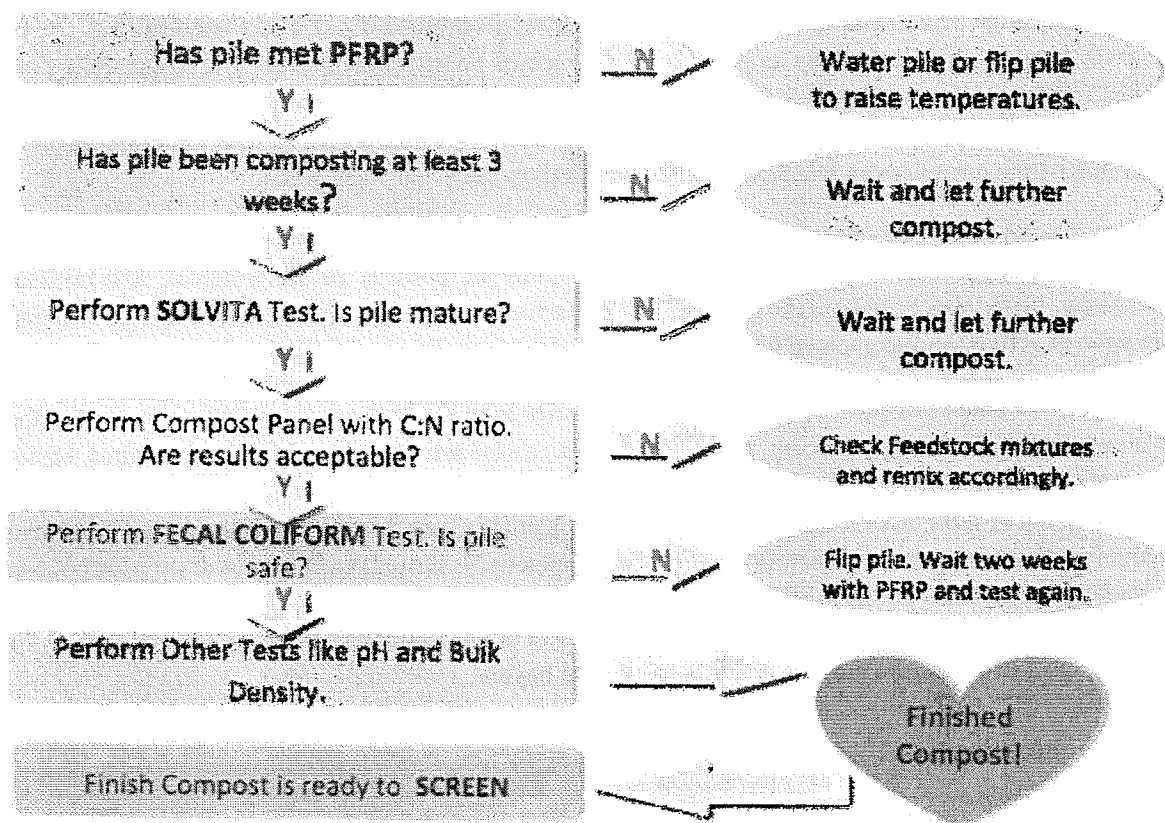
### 3. Supplier of Finished Products:

Prema produces over 100,000 yards of quality-finished compost at its 15<sup>th</sup> Avenue Facility. Our compost is very good quality due to strict QA/QC measures in place from intake to finished product. Our composting facility is also Scott's Miracle Grow certified and supplies most of its products to them used in various Scott's brands nationwide. We can provide any amount of finished compost and soil amendment products to City of Tempe if awarded the contract.

## IV. COMPOST QUALITY CONTROL AND PROCEDURES

Prema Follows industry best practices to process mulch in to finished compost product. The following composting flow chart summarizes our compost quality control and procedures:

### Composting Process Flow Chart



**Note: MOISTURE tests are performed throughout entire process.**

Following sections summarizes our composting quality control and procedures:

### 1. Second Quality Control Check once material brought onto 15<sup>th</sup> Avenue Site: Prema Staff

**PREMA**

checks all loads that come to 15<sup>th</sup> Avenue composting facility. The most common reasons for analyzing raw materials are to develop composting recipes and do a second quality control check. Important characteristics to determine include density, moisture content, carbon content, nitrogen content, and pH. Any and all the contaminated loads get rejected after second quality control inspections.

2. **Windrow formation:** Ground mulch is stored and composted by placing it in long and narrow windrows. Every windrow is registered in the system with formation date, feedstock information, and an assigned number. This ensures not only that we are able to manage each individual pile from active phase to end product with all test data, but also that we can track batches back to their individual sources.

In addition to careful record keeping, windrow size and aeration are crucial to windrow formation. Windrows aerate primarily by natural or passive air movement (convection and gaseous diffusion). The rate of air exchange depends on the porosity of the windrow. Therefore, the size of a windrow that can be effectively aerated is determined by its porosity. We do a bulk density test on every pile to ensure it's not too dense or fluffy. If the windrow is too large, anaerobic zones occur near its center, which release odors when the windrow is turned. On the other hand, small windrows lose heat quickly and may not achieve temperatures high enough to evaporate moisture and kill pathogens and weed seeds.

Prema staff turns every pile once a week or once in two weeks using a front-end loader depending upon its composting stage. Turning mixes the materials; rebuilds the porosity of the windrow; and releases trapped heat, water vapor, and gases. This improves passive air exchange. Windrows have high demand for oxygen in active phase compared to curing phase, and thus require more turning initially.

3. **Active Phase:** The term active phase simply comes from the high activity of microbes during the first month in the composting process. And with high microbial activity comes high temperatures, easily rising well above 140 °F. Therefore during the active phase of a compost pile temperature and moisture data is collected at least three times a week. Compost material is also turned frequently during this stage to maintain proper oxygen levels and to ensure that the material is heated uniformly to destroy pathogens and weed seeds. In order to meet EPA standards, the compost windrow must exceed 131 °F for three or more consecutive days in order to meet PFRP (Process to Further Reduce Pathogens). Prema ensures all of its piles meet PFRP before they are sent to prospective buyers.

Windrow Management				
<b>File Name:</b> Pile 14 <b>Date Constructed:</b> 3/25/15 <b>Screen Start Date:</b> 5/12/15 <b>Feedstock:</b> City of Phoenix Green Waste	Recorder	Ambient Temp	Date	Temperature Pile 14
	Position 1 Position 2 Position 3 Position 4			
	Bahadır	90	3/26/15	156 139 142 148
	Bahadır	95	3/30/15	150 154 140 140
	Bahadır	93	3/31/15	145 155 131 144
	Bahadır	90	4/1/15	140 160 142 147
	Bahadır	84	4/6/15	160 160 160 160
	Bahadır	79	4/7/15	160 160 160 160
	Bahadır	90	4/13/15	153 153 152 153
	Bahadır	92	4/20/15	160 158 160 158
	Bahadır	90	4/27/15	157 148 136 138
	Bahadır	90	4/28/15	136 131 135 131
	Bahadır	93	4/29/15	136 131 135 131
	Bahadır	85	5/4/15	124 124 150 155
	Bahadır	82	5/6/15	132 140 155 150
	Bahadır	84	5/8/15	135 130 155 155
	Bahadır	85	5/12/15	Screened Screened Screened Screened



Temperature data (all in F°) is taken with a 3' probe at a height of approximately 8' at a minimum of four locations down a windrow (more locations with increasing size). Date, ambient temperature, and personnel are all recorded with PFRP temperatures demarcated in thick black boxes as demonstrated in the image above.

**4. Curing Phase:** Carbon to Nitrogen ratios decrease during the end of the composting process, with initial feedstock C:N ratios around 60:1, and final C:N ratios 25:1 or lower. Lower C:N ratios provide better soil amendments, and are sought out by many nurseries. Prema also uses industry-standard Solvita tests to ensure piles have reached maturity during the curing phase.

**5. Screening:** Once material has passed testing for pathogens, C:N levels, and Solvita maturity, it is ready to be screened. Prema uses ½-inch minus screen to produce a final compost product for end users like Scotts Miracle Grow, City of Phoenix, and Retail Customers etc. The over sized material left over is also is used by either being recomposed with freshly grounded material, or sent off to biomass facilities. This ensures Prema's commitment to divert 100% of the green waste it receives from landfills: the true spirit of "*Sustainable Solutions Delivered*".



## V. ENVIRONMENTAL MANAGEMENT AND SAFETY

Keys to environmental management of a mulching operation are keeping the site neat and clean, having troubleshooting controls for fire, dust, noise, odors, and nuisances (e.g. vector). Briefly, key measures that our team employs to best manage the mulching site include:

- Good site location and adequate space for movement and storage.
- Strict operation management and control
- Structured responses to issues as they arise and appropriate follow-up.

### 1. Dust Control Plan:

Dust will result from excessively dry green materials in piles, as well as grinding and screening actions, and is exacerbated by wind action. All Prema employees are required to go through the 310 Basic Dust Control Training Class given by the Maricopa County Department of Air Quality. In addition, Prema requires one Dust Control Site Superintendent to be present on site during grinding operations.

### **Windy Conditions**

- The grinder is to remain un-operated if it is too windy (e.g. greater than 1.5 m/s).
- If the wind picks up during grinding operations, all operations are to stop and may not resume until the wind is calm.
- Manager/Site Superintendents are enrolled to receive Rapid Response notifications from Maricopa County Air Quality Department, and expected to adjust operations accordingly.
- Manager/Site Superintendent is to make all final decisions on operations.

### **Before Grinder Operations**

- Watering truck is available during all hours of operation.
- The raw material (waste pile) is sprayed down to assure at least a 30% minimum moisture content.
- A water spraying system for the conveyor belt is available during hours of operations.
- Grinder water tank will be fully staffed during hours of operations.
- Infeed belt to have a continuous moisture stream applied for the green materials.
- Amount of watering adjusted depending on wind speed and temperature.
- Average watering cycle is estimated at approximately 60 to 75 minutes.

### **During Loading/Hauling**

- All vehicles and containers being loaded with ground material are sprayed down.
- No vehicles or containers are over-loaded to a 3 inch maximum from the center point.
- All vehicles are properly covered with a tarp and securely fastened once loading is complete.
- Any employee/persons not within a confined area during loading/grinding exposed must wear a dust mask.

### **Clean Up**

- All materials on and around the grinders are to be swept and shoveled after operations.
- Any left-over debris which can dry out and cause dust, shall be removed from the site, from fixtures and from equipment.
- Regularly scheduled maintenance on equipment and fixtures will be performed.
- Staff are on the look out for and attentive to heat build-up.

### **Holidays and Weekends**

- If the Superintendent is not on site during Holidays/Weekends, he/she is to remain reachable by phone to employees in case of extreme windy conditions and must be able to advise them how to protect the site.

## **2. Fire Control Plan:**

This is a non-smoking facility and anyone seen will be immediately escorted off the property.

- All areas are to be kept clean of loose materials and waste.
- All cutting and/or welding activities are confined to a designated area.
- All cutting and/or welding activities have wet down capability at their respective designated area.
- Temperatures of storage piles are checked and recorded every week.
- Any temperature recorded in excess of 160 °F is to be immediately reported to management with mitigation steps to follow no later than 24 hours after the report. (Mitigation steps to reduce temperatures of excessively hot piles include all of the following: aerating the pile by turning it, watering the pile, splitting the pile, and deconstructing the pile.)

- All fire extinguishers are appropriately located and checked monthly.
- Management is notified immediately if any fire extinguisher is not properly working.
- All piles are located within 400 feet of a fire hydrant.
- Rights of way to and from fire hydrant locations are maintained at all times; fire hydrant locations are kept free from vehicles, equipment, waste or other obstacles that could impede access to and from a hydrant.

### **In Case of Fire**

- Locate and determine if a call to 911 is warranted.
- If fire containment presents health or safety issues to trained staff, call the fire department.
- In the case of a compost pile fire, if it is possible to not use water and instead smother fire using a front loader, do so, as water can fuel the bacteria and possibly cause another re-ignition. Use cautious judgment however; a large fire may not be able to be smothered fast enough and would likely require a fire hose to extinguish. Ultimately any pile that has caught fire, whether treated with water or smothered with a front loader, must be deconstructed.
- There are two main sources of water on the 15<sup>th</sup> Avenue site to put out a fire:
  - Fire hydrant in center of property with water meter.
  - Regular water line to property with main valve located in northeast side of warehouse. Line connected to a series of long hoses that can reach any pile throughout the property.
- If it can be done safely, remove equipment and vehicles from location of fire.
- If a fire cannot safely be contained contact the Fire Department.
- Prema Emergency Contact Personnel:
  - Rohit K. Tripathi 480-330-8107
  - Gourav Saini 480-290-4463
  - Alisia Bahadir 480-278-0702

### **3. Noise Control Plan:**

To mitigate noise, grinder operations are performed early each day during specified times. Barriers are placed between customer areas and grinding/loading areas. Protective ear equipment is provided for workers in grinding and loading areas.

### **4. Odor/Nuisance Control:**

Nuisances associated with composting facilities include odors and any vectors. Vectors are animals capable of carrying disease, including flies, birds, and vermin. Vectors are attracted by “rotting” odors or exposed green materials. Most common odors to mulching are from: ammonia losses to atmosphere causing “Mr. Clean” smell; strong, pungent rotting smell from anaerobic pile conditions, low pH, piles being too wet, poor pile porosity due to poor mixing and compaction from too large of piles. On-site pre-processing of organic materials is the first opportunity for odor and nuisance control at mulching facilities.

Any customer complaints are to be immediately addressed. Corrective actions for odor issues include:

- Identifying odor and probable cause
- Fix pile parameter that is out of balance – e.g. balance recipe mix.
- When in doubt, cover piles with 6-inch layer of finished compost to act as odor scrubber.

### **5. Debris and Trash Control Plan:**

- All employees are responsible to look around the mulch area regularly in between tasks to identify and pick-up any spilled materials or debris.
- Site areas and connecting roads are cleared at least 2 times per day to ensure a clean and safe

working environment.

- All trash and debris that is cleared from the mulch area and connecting roads as well as any contamination from the incoming commodities is to be placed into the roll-off container for later disposal on the 27<sup>th</sup> Ave Transfer station floor.
- Prema staff makes all efforts to separate recyclable items from debris that is cleaned up.
- Prema staff is also responsible for coordinating with the City FSS to ensure regular disposal of roll-off container as well as any unscheduled needs for disposal.

#### 6. Contamination Control Plan:

Contamination in compost and mulches from municipal is an international concern. Contamination hazards, include but are not limited to:

- Damage to equipment during handling, grinding and mixing green materials that contain **stones or other man-made particles, such as plastics.**
- Adverse effects on human, animal or plant health due to **sharps, pests, pathogens, herbicides, pesticides, or intermediate biodegradation breakdown by-products** in unfinished composts.
- Introduction or increase in **weed and palm seeds** to soils due to direct use of processed end products.

If loads are contaminated or contain some trash (less than 10%), they are sorted at the facility using the proposed rate structure. If the load is highly contaminated or contains excessive trash (greater than 10%), it will be rejected unless the pricing structure for Grade B/C materials is agreed upon by the city. If not, the load will either be directed offsite for disposal or set aside for removal by the City.

#### 7. Seasons and Weather Management:

Compost facilities in Arizona must be cautious of the harsh summers and dry winters. The latter tends to slow microbial activity with its dryness, while the former subjects facilities to possible fires. Here are the following guidelines to follow during these extreme seasons:

##### Summers:

- Temperatures should be taken every other day and with piles turning when temps reach above the 160 degree Fahrenheit.
- During Monsoon rains, pile monitoring should be more carefully for sudden rise in temps and auto combustions. Continuous monitoring is recommended to avoid any unforeseeable situations.
- Pile sizes should be kept smaller during the summer; with no pile to exceed 20-feet wide and 12-feet tall.

##### Winters:

- To avoid sluggish composting during dry winter months and potential build up of raw material, it is important to water compost piles and keep moisture percentage from 40% to 65%.

## VI. HEALTH & SAFETY:

While site-grinding operations are not inherently dangerous, precautions are necessary to protect from injury. Safety concerns are primarily from equipment. Workers in grinding areas and near front loaders are required to use eye protection, ear protection, and hardhats when appropriate. Equipment operators and workers must maintain a safe clearance both around and behind operating machinery – all materials handlers wear orange and hardhats so they are clearly visible by operators.

- All employees are trained and tested as to on-site safety precautions with focuses on heavy machinery safety and accident prevention as well as protection from particulate matter and pathogen exposure from compost.
- Workers receive first aid training prior to operation start-up, including instruction on heat stroke/exhaustion.
- All emergency response telephone numbers and listing of response personnel are clearly marked and posted at appropriate locations on-site.
- All accidents are to be reported immediately to management and ownership.
- All safety protocols are clearly marked and posted at appropriate locations on-site.
- Regularly scheduled safety inspections are conducted for all operations.
- Immediately report any accidents that occur at the 27<sup>th</sup> Ave Operations to relevant emergency departments as well as the City FSS on duty.
- Report accidents to the City within 48 hours of occurrence.
- Review accidents to identify cause and remedy.
- Follow all traffic patterns and safety procedures set forth by the 27<sup>th</sup> Ave Transfer Station Plan
- All employees must wear proper uniforms including safety shoes.
- All employees are required to wear hard hats in designated hart hat areas.

Other safety concerns include heat exhaustion during summer months and respiratory risks due to bio-aerosols, especially during high winds, winter atmospheric inversions, and for new employees. N95 masks are available on-site for employees and visitors to wear. Water stations are available onsite and workers are instructed as follows:

- Don't wait until thirsty to hydrate. Drink before, during, and after shifts with 8 glasses minimum in hot sun.
- Alcohol consumption after work will make one thirstier the following day. Recommend not drinking or small amount on workdays, especially during summer months.
- Nausea and other symptoms of heat exhaustion means get out of sun and cool off. An on-site portable outdoor shower station is set up during summer months.